

**City Hall Courtyard & Kapolei Hale
Event Usage Policy**

1. Use of the City Hall courtyard and the atrium at Kapolei Hale are limited to government and city agencies. Non-government organizations must be charitable in nature.
2. Requests for an event in the courtyard of City Hall or Kapolei Hale will be accepted up to 10 days prior to the event.
3. No admission fees are allowed to events held on city property. All events must be open to the public. NO PRIVATE PARTIES; i.e. WEDDINGS, BIRTHDAYS OR GRADUATION PARTIES.
4. Mayor’s Office of Culture and the Arts (“MOCA”) services are limited to a set up of 50 chairs, a podium with one microphone, two trash cans and two 8-foot tables. Requesting organization must supply their own tablecloths and skirting. Events requiring more than 50 seats will need to supply their own furnishings. A list of rental supply companies is available through the MOCA. Prior arrangements of delivery and pick up of items must be arranged and parking guidelines followed specified below. The undersigned takes full responsible in enforcing this Event Usage Policy to any outside contracts.
5. The requesting department/organization must provide one on site contact person and a minimum of three (3), during the set up and breakdown of the event. All names must be submitted 48 hours in advance.
6. Events must take place during City Hall regular business hours Monday through Friday, 7:45 AM – 4:30 PM. NO holidays or weekend use. A request for extended building hours up to 8 PM may be submitted for approval.
7. MOCA will not be responsible for the set up or provide any props, refreshments or ushering of invited guests. All trash must be bagged and removed from site. The City provides no kitchen or pantry facilities. There is no dumping of water, or ice on city property. Please provide ample time to prearrange these requirements prior to the start and the end of your event.
8. No electric connections, extension cords, will be allowed on the floor or ground. OSHA and UL rules FORBIDS the use of heat producing devices at the end of extension cords.
9. Absolutely no parking is allowed in front of City Hall without the consent from the Mayor’s Office. Cars will be subject to towing at owner’s expense. Parking is available at the Civic Center parking structure City Hall courtyard event or at metered stalls on the street.
10. NO smoking in any city buildings.
11. Event is restricted to requested area and adjoining restroom corridors only. The undersigned is responsible for enforcing this rule.
12. Signs and decorations shall be in good taste; adhered with masking tape ONLY and removed at the end of the event. No commercial advertising or logos. The distribution of commercial material such as pamphlets, handbills, and flyers is prohibited without the prior approval of the MOCA.
13. The courtyard is also used for exhibits. Majority of the time, your function will be surrounded by the exhibit. It is a possibility that an exhibit may be up at your function. We will do the best to accommodate both parties. Please be reminded that no one is allowed to move the artwork on display except the MOCA staff.
14. The Mayor’s Office has the final say on all events and functions on city property. While every effort will be made to give you ample time to reschedule your event, there may be an occasion when an event may need to be canceled or rescheduled without ample notice.
15. MOCA will provide the following when available:

Furniture:

- Up to 50 Chairs
- 2 tables – (Table cloths/skirting are not available)
- 2 trash receptacles

Audio – Sound:

- Podium Sound System one Microphone
- Press Box (if available)

Props/Décor:

- American Flag
- Hawaiian Flag
- City Flag
- City Seal

By signing this agreement the undersigned has read and understands the policies put forth on this policy agreement.

Agency/Organization _____ Date _____

Approved by _____ Date _____



HONOLULU HALE - KAPOLEI HALE REQUEST FOR USE FORM

1. NAME OF APPLICANT: _____
(Corporation, Organization, Individual)

2. ADDRESS: _____
(Street) (City) (State) (Zip)

3. PHONE (include area code): _____ FAX (include area code): _____

4. CONTACT: _____ E-MAIL: _____
(Agent authorized by Applicant to sign Agreement)

5. PHONE (include area code) _____ FAX (include area code) _____

6. FOR NON-CITY AGENCIES. PLEASE ATTACH THE FOLLOWING INFORMATION APPLICABLE TO YOU AS THE APPLICANT ORGANIZATION. FAILURE TO DO SO WILL WITHHOLD DISPOSITION OF YOUR APPLICATION:

☐ Non-Profit Applicants: A copy of your IRS 501(c) (3) Certification AND/OR a copy of your Articles of Incorporation filed with the State of Hawai'i as a "Domestic Non-Profit".

7. TIME/DATE REQUESTED FOR EVENT:

The entire event (set up through breakdown) is limited to 6 hours. Any event over this allotted time must have authorization by the MOCA administration.

(Time) (Date) (Month) (Year)

8. SET UP/BREAKDOWN TIME/DATE REQUESTED:

Load-In: _____ Load-Out: _____
(Time/Date) (Time/Date)

9. FULLY DESCRIBE THE PROPOSED EVENT; INCLUDING, THE TYPE OF EVENT AND THE NAME(S) OF ALL HONOREE, ARTIST, PERFORMER OR GROUP APPEARING:

Name of Event: _____

Brief Description of Event: _____

10. Please DESCRIBE your technical needs. (This is only a request and must have the approval of MOCA)

The undersigned Applicant hereby gives the Mayor's Office of Culture and the Arts permission to verify the information contained herein and understands that: (a) No date or facility will be held by the Mayor's Office of Culture and the Arts until the Applicant returns this application and is approved by the Mayor's Office of Culture and the Arts, (b) Any use of Honolulu Hale or Kapolei Hale is subject to the Mayor's Office of Culture and the Arts approval.

Please read EVENT USAGE POLICY (Back). Completed application should be returned to:

The Mayor's Office of Culture and the Arts

530 South King Street, Room 404

Honolulu, Hawai'i 96813 or Fax (808) 523-4215

Phone: (808) 523-4674

E-mail: moca-info@honolulu.gov